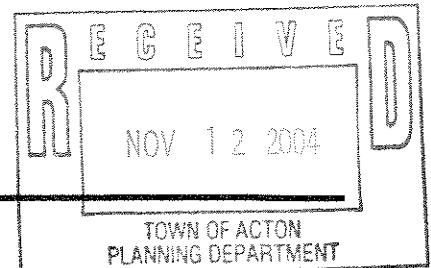


## PROJECT APPLICATION FORM



**Applicant:** Naomi McManus

**Submission Date:** 11/12/04

**Applicant's Address, Phone Number and Email**

**Purpose: (Please select all that apply)**

Acton Housing Authority

P.O. Box 681

Acton, MA 01720 (978)263-4776

ahabetty@attglobal.net

- ☐ Open Space
- ☒ Community Housing
- ☐ Historic Preservation
- ☐ Recreation

**Town Committee (if applicable):** Acton Housing Authority

**Project Name:** Technical and Administrative Support Services for Development of Affordable Housing

**Project Location/Address:** 68 Windsor Avenue, Acton, MA

**Amount Requested:** \$20,000

**Project Summary:** In the space below provide a brief summary of the project. Using additional sheets submit a complete narrative description of the project and, when applicable, of the property involved and its proposed use. Describe how the project will benefit the Town and the citizens of Acton and how the project is consistent with the Plan's "Guidelines for Submission" and "Review and Recommendation Criteria." Include a work plan showing the anticipated steps or phases for completion of the project and the timing and estimated cost of each phase.

The Acton Housing Authority (AHA) is requesting \$20,000 from the Town of Acton's Community Preservation Act Fund to provide technical and administrative support services to the Acton Community Housing Corporation for the development of suitable affordable housing in the Town of Acton.

### Narrative

Since the inception of the Acton Community Housing Corporation (ACHC) in 1986 the AHA Executive Director has provided administrative and technical support staff to the ACHC at no cost to the Town. It is important to note that every MAJOR Town Board has a paid Town staff member who is their primary contact person on a daily basis. The Acton Housing Authority's Executive Director has been that (volunteer) support staff person to the ACHC, providing administrative and technical support, office supplies,

telephone service, computers, copying, mileage and postage without financial compensation for over 18 years. The support has been provided directly from the Authority's office located at 68 Windsor Avenue, Acton, MA and will continue from the same site if this request is funded.

Over the past 2 years the ACHC's administrative and technical support demands have increased significantly requiring the Acton Housing Authority's Executive Director to spend 20 to 24 hours a week in direct support of the ACHC's affordable housing efforts. The additional demands are the result of a resurgent interest by developers for several 40B projects which have been brought before the Town as well as the ACHC's decision to become more proactive in the development of affordable housing.

The AHA's decision to submit an application for CPC funds is critical as the Executive Director has announced she is leaving the Authority in June of 2005 and the AHA's Board has determined that the staff will be unable to provide the current level of administrative and technical support services without financial compensation.

The AHA will establish a separate account called the "ACHC/AHA Administrative Fund" to which the \$20,000 will flow after the approval of the April 2005 Annual Town Meeting. The ACHC/AHA Administrative Fund will not be co-mingled with the Authority's Operating funds and the accounting of the ACHC/AHA Administrative Fund will be kept by the AHA and periodic reports will be made to ACHC, AHA, Board of Selectmen and the Community Preservation Committee.

**Estimated Date for Commencement of Project:** May 2005  
**Estimated Date for Completion of Project:** May 2006

**Addenda:**

**1). Yearly Operating Expenses Allocated by the Acton Housing Authority to the Acton Community Housing Corporation for Administrative and technical support staff**

**2). Description of Administrative and Technical Support by the Acton Housing Authority to the Acton Community Housing Corporation**

**ADDEDUM 1**

<b>ITEM</b>	<b>MONTH</b>	<b>YEAR</b>
<b>1). Telephone (Based on 20% of AHA's Monthly bill)</b>	<b>\$36.00</b>	<b>\$432.00</b>
<b>2). Mileage</b>	<b>\$14.00</b>	<b>\$168.00</b>
<b>3). Copier (10% AHA's annual Contract cost)</b>	<b>\$33.00</b>	<b>\$400.00</b>
<b>4). Postage</b>	<b>\$40.00</b>	<b>\$480</b>
<b>5). Office Supplies</b>	<b>\$150.00</b>	<b>\$1200</b>
<b>6). Technical &amp; Administrative Support Staff- 20 hrs/wk at \$17.00/hr.</b>	<b>\$1473</b>	<b>\$17,680</b>
<b>TOTAL</b>		<b>\$20,360</b>

**ADMINISTRATIVE & TECHNICAL SUPPORT SERVICES**  
**BY ACTON HOUSING AUTHORITY'S STAFF TO**  
**THE ACTON COMMUNITY HOUSING CORPORATION**  
**20 HOURS A WEEK**  
**ADDENDUM 2**

- 1). Provide staff functions to the ACHC for tasks related to: organization and administrative issues, public relations, public education, communication and record keeping**
- 2). Coordinate and attend ACHC bi-weekly meetings, post agenda, write Board Notes, circulate Board Notes to Town Clerk, Acton Library and Acton Selectmen**
- 3). Maintain and update files on all housing related issues and developments proposed and built**
- 4). Direct contact with developer's compilation and distribution of written information regarding affordable housing developments and available housing programs.**
- 5). Coordinate the initial review for developers in meeting with the ACHC**
- 6). Coordinate Soft Second Loan Application for State funding with the Selectmen, the Department of Housing and Community Development and Local area Banks**
- 7). Maintaining up-dated mailing lists, list of Local Officials, maintaining contacts with local boards and officials**

**8). Liaison between the Department of Housing and Community Development's staff Massachusetts Housing Partnership staff and other State funding agents**

**9). Coordinating and submitting Local Initiative Program (LIP) application to Acton's Selectmen and the Department of Housing and Community Development**

**10). Responsible for coordinating the resale and refinancing of LIP units with the Acton Selectmen and DHCD's staff**

**11). Banking Responsibilities for ACHC's account**

**12). Maintaining and updating mailing lists of interested First Time homebuyers, list of local officials and Boards, files on proposed zoning-by-laws, housing needs data and other public information on housing issues**

**13). Responsible for coordination First Time Homebuyer's Course with consultant, Selectmen/Town Manager, location for course and dissemination of information and coordinating 4 two hour workshops for Certification of First Time Homebuyers.**